

# Corporate Sales Team Promotion Recommendation

## Employee Information

Employee Name

Employee ID

Current Position

Department/Team

Date of Joining

## Promotion Details

Recommended Position

Effective Date

## Performance Summary

Key Achievements and Contribution

Sales Target Attainment (%)

Leadership & Teamwork Comments

Professional Development Highlights

## Recommendation

Recommendation Summary

Additional Comments

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## Approvals

Supervisor Name

Date

Department Head Name

Date